

# Faculty Senate Meeting Minutes – September 3, 2019

**Senators Present:** Matthew Alexander, Ambrose Anoruo, Rudolf Bohm, Lucy Camacho, Jieming Chen, David Cutton, LaVonne Fedynich, Manuel Flores, Michelle Garcia, James Glusing, Maribel Gonzalez-Garcia, Maria Hernandez-Velez, Simona Hodis, Michael Houf, Ya-Wen Liang, Steven Lukefahr, Lifford McLauchlan, Craig A. Meyer, Richard Miller, Patrick Mills, Jesse Orth, Ryan Paul, Humberto Perotto, Christine Radcliff, Chika Rosenbaum, Alex Sanchez-Behar, Hans Schumann, Ari Sherris, Amber Shipherd, Jennifer Sholtis, Jack Shorter, Marsha Sowell, Haibin Su, Ramiro Torres, Benjamin Turner, Teresa Young

**Senators Absent:** Ulan Dakeev, Dongnyoung Kim, Dazhi Sun, William Worek, Subbarao Yelisetti

## I. Call to Order and Quorum Call.

At 3:31 p.m. President Anoruo asked the parliamentarian, Michelle Garcia, if enough members were present for a quorum. Senator Garcia replied in the affirmative.

## II. Approval of Minutes from May 2019 Faculty Senate Meeting.

President Anoruo asked for approval of the previous meeting minutes. Senator Meyer motioned, Senator Fedynich seconded. Minutes were approved.

## III. Report of Officers

### a. Senate President Anoruo

#### i. Gateway Report (aka Best Colleges to work for)

There were 472 total respondents, 424 no response, Overall score was 60% positive and 16% negative. Job category breakdown for the 472 respondents was Faculty 41% (142), Administration 78% (36), Exempt professional staff 61% (206), and Non-exempt staff 54% (88).

Vice Presidents, Deans, Faculty Senate President and Staff Council President have been granted access to all of the data from the survey. President Anoruo will appoint a sub-committee, chaired by Senate President-Elect Sherris, which will look through the report and decide what issues will be presented to the full Senate.

#### ii. Javelina Leadership Academy

The first cohort will consist of 7 department chairs and 8 staff members. It will kick off September 24<sup>th</sup> and run through July 22, 2020. Topics to be covered throughout the Academy include Finance Division; Budget Management; Effective Communication; Leading, Support & Motivation; Conflict Management; Change Management (tied to leadership); Human Resources/Payroll. The goal is to have everyone be able to participate in the Academy.

#### iii. System Regulations

There have been 6 regulations added or revised since we last met. President Anoruo encouraged everyone to review these regulations.

New - [SR 12.01.01 – Institutional Rules for Implementing Tenure](#)

New - [SR 24.01.02 – Risk Transfer](#)

New - [SR 24.01.03 – Environment](#)

New - [SR 24.01.08 – Minors in Labs](#)

Revised - [SR 24.01.06 – Program for Minors](#)

Revised - [SR 24.01.01 – Health and Safety](#)

**iv. Electronic Information Resources Accessibility Committee**

The Faculty Senate was asked to have a representative seated on this committee. Senator Sowell will be representing the Senate on this University committee.

**IV. Old Business**

**a. Faculty Senate Distinguished Service Award**

*(See handout titled Distinguished Faculty Service Award)*

This year's recipient was Dr. Rajab Chaloo. President Anoruo mentioned a few of Dr. Chaloo's many accomplishments that lead to his being chosen for this award.

**b. Action Plan for 2019-2020**

Due to a full agenda of presenters for this meeting President Anoruo asked for a motion to table this business until the October meeting. Senator Miller moved that this item be tabled, and the motion was seconded by Senator Schumann. The motion was approved unanimously.

**V. Presentations**

**a. Mr. Robert Paulson, AVP for Information Technology/CIO**

*(See handout titled ITech presentation)*

Mr. Paulson gave a short presentation on some of the newer changes that have happened with ITech, and items he wanted to make sure all faculty knew about including: Duo multi factor authentication, Screen lock, Security awareness training, Encryption, etc. After his presentation a question was asked about how to update classroom computers. He answered that they should be routinely done by ITech, but if one has not been done yet to put in a helpdesk ticket.

**b. Dr. Shannon Baker, Interim AVP for Student Success**

Dr. Baker spoke about the program her office is implementing called First To Go. This program is set up to support first generation college students. What they want to do now is to start to identify university faculty and staff who were also first generation college students, who they hope would help encourage the current students. There will be an email sent out in a few weeks to ask if faculty and staff would be willing to put a sign on their door identifying themselves as first generation. Dr. Baker is thinking there might be opportunities to act as mentors in the future. Additionally there will be options for non-first generation faculty and staff to be able to participate, but those options have not been worked out at this time.

c. **Dr. Mark Hussey, President**

President Hussey focused his remarks on the following topics; 86<sup>th</sup> Legislative Session, Accomplishment of Faculty Senate issues from the Spring semester, Challenges, and Opportunities. He also allowed some time for Q/A from the Senators.

i. **86<sup>th</sup> Legislative Session**

Hold harmless funds of \$6 million per year were maintained and will be in the Institutional Enhancement line. There was an increase in the Citrus Center budget as well as an increase in formula funding. None of our requested special items (tuition revenue bond for STEM building, \$6 million for College of Health Professions, \$3 million for Premont model) were funded.

ii. **Accomplishment of Faculty Senate issues - Spring 2019**

Over the Spring semester President Hussey responded to concerns from the Compensation Task Force and was able to take action on a couple of their requests. The first issue was a merit salary increase. He had proposed to the Board of Regents a 2% merit increase contingent on an increase in enrollment. Since our enrollment did not increase, there will be no merit in the Fall semester. He will however revisit this in the Spring. The next concern dealt with graduate assistant compensation and load. The new minimum for graduate assistant compensation is \$7,800 and each College will set the requirements for load.

Another issue that Faculty Senate asked him to address was making information on recognizing religious holy days more visible. The information is now available through a link in the Academic Calendar in the section that identifies holidays and breaks.

Shared Governance Survey. The Faculty Senate agreed to let the Best Colleges to Work For survey be administered in place of their original survey. An email was sent to the faculty by the Provost outlining the survey results and next steps. (*see handout titled Great Colleges to Work For*)

Faculty Reinvestment Awards have been distributed and a call for the next round should occur soon.

There was a proposal to change the wording of the Outside Consulting Policy, and President Hussey said that the proposed wording cannot be used because it was not in compliance with A&M System Policy.

### iii. **Challenges**

President Hussey did state that there has been a decline in enrollment at both the undergraduate and graduate levels, and that this decline is not tied to any one College. He wanted to make it known that whenever he presents enrollment numbers, dual enrollment students are not included, however they are included in the numbers reported by the Institutional Research office. He reported that the rough numbers for the Fall semester would put TAMUK at about the same size as we were in FY 2013-2014.

He reminded everyone that FY2020-2021 will be the year that will have an impact on formula funding for the next legislative session. He would like to ask faculty to continue to help TAMUK in the following areas.

#### **a. Retention of students**

President Hussey asked that as faculty engage with students, if you notice any changes in a student to please reach out to advisors, department chairs, and deans for additional help. They may know of resources that are available that faculty might not be aware of for help with academics, counseling, and even short term financial issues.

#### **b. Help with messaging**

TAMUK needs to continue to promote our stories and what makes us unique. Things like our low faculty to student ratio, unique programs, exceptional programs, our beautiful aesthetic and being a residential campus.

President Hussey also spoke about budget challenges. He said there was a budget decrease to all units (e.g. Provost's Office, VP of Enrollment Management, Development Office, President's Office, etc.) with the exceptions of Colleges and Departments. He emphasized that personnel reductions are not being considered as an option to make up the budget reductions.

Another unexpected challenge the University is having to recover from is the weather event of June 6<sup>th</sup>, 2019. That event caused \$5.6 million in damage to areas of the campus. He said that there was some insurance, but there is a \$300,000 deductible. The roofs that were damaged were covered under insurance along with the score board. Things not covered by insurance (press box, seats, softball & baseball fencing) to cost about \$1 million to repair.

#### **iv. Opportunities**

President Hussey does not want everyone to focus on the challenges, there are some exciting new developments. The main one is that effective September 1<sup>st</sup>, for any new grants with funding set aside for graduate students there will be a 1:1 match for additional graduate student funds as long as funds are available. PHD students will be supported for 3 years and MS graduate students for 2 years.

He mentioned that the two new grants in Engineering are eligible for this match. He also announced that there was a change to the indirect cost percentages for new grants. Now the PI will get 25%, President's office 40% (he would like this to eventually decrease to 25% with the difference returning to the PI), VP for Research 10%, College 15%, and department 10%.

He is also working to have salary savings remain in the budgets for the departments.

He would also like to see the units develop metrics that will help them plan and develop as we go forward. He would like the metrics to be meaningful, desired outcomes, easily collected centrally, and normalized (e.g. student credit hours). The President's office currently has some metrics & Brad Walker said he would help with this.

President Hussey plans to resume his visits to the departments this semester. He hopes to have seen everyone by December, but if not will pick up again in the Spring semester.

#### **v. Priorities**

President Hussey also informed the Senate of what he feels are his priorities at this time. He would like to see us develop an action plan. He knows we have a strategic plan, but does not think people follow them after they spend so much time creating them. He also wants to eventually have a taskforce that will start working on big data issues. He also wants to work with faculty on faculty titles and recognition, and faculty loads. He also would like to solicit input on Deans, VP's and the Provost. Process for evaluating those positions, and possibly even term limits for those positions.

He had some time remaining and opened the floor to questions.

Q:Senator Bohm asked about NIH grants that do not support graduate students, is there a way to get those matching funds?

A:President Hussey said that if they wanted to take some of the indirect cost returns that the PI receives from any new grant like that to use for graduate students, he would match it.

Q: Senator Miller asked about how to create the metrics

A: President Hussey responded that this won't happen in the next 1-2 years. There will need to be a dialogue, and ultimately he wants metrics so we can be able to showcase where we are.

Q: Senator Sholtis asked about grants to support graduate students in departments like Music?

A: President Hussey said that for example the Music building will soon be taking donations for a chance to name some of the rooms in the new building. If some of those funds go back to the department, and the department wants to use them to fund graduate students...he will match the funds.

Q: Senator Sherris asked about retaining students, namely how to help single parents? Could support groups be started to help them?

A: President Hussey said that Student Affairs would be a good place to start asking questions about starting something like that.

Q: Senator Sherris also asked about helping DACA students, or students who are married to people associated with DACA.

A: President Hussey said he did not have an answer for that at this time, but is interested in having a dialogue about it.

Q: Senator Flores asked about everyday things like housing costs and meal plan changes to encourage enrollment at TAMUK.

A: President Hussey said that the President's Council actually talked about that issue that morning. He said he has asked the VP's to find out what room and meal plan costs are for other public and private institutions.

President Hussey also mentioned that the new CFO plans to have an advisory group for food service since the current contract is about to expire.

## VI. Standing Committee Reports

- a. **Resolution and By-laws/Handbook Committee** – no report
- b. **Committee on Committees** – no report
- c. **Election Committee** – Two elections were held at the start of the semester to replace a Senator from the Music department, and a Senator at large for the College of Arts & Sciences. We would like to welcome Jennifer Sholtis, Senator for Music and Jesse Orth, Senator at large for the College of Arts & Sciences.

**VII. Reports from Committees Reporting to the Senate**

- a. **Administrator Evaluation Committee** - no report
- b. **Annual Faculty Lecture Committee** – no report
- c. **Piper Award Committee** – no report
- d. **Faculty Evaluation Committee** – no report
- e. **University Appeals Committee** – no report
- f. **Faculty Benefits Committee** – No report
- g. **Policy Revision Committee** – no report

**VIII. New Business – N/A**

**IX. Announcements – N/A**

- X. Adjournment** – At 5:09pm a motion to adjourn was made by Senator Meyer and seconded by Senator Shipherd, motion was passed.

**Respectfully Submitted,**

Christine Radcliff  
Faculty Senate Secretary, 2019-2020

## **Distinguished Faculty Service Award**

### **Dr. Rajab Chaloo**

Dr. Chaloo has served this university in many capacities and in the process initiated many programs that contributed to what TAMUK is today. Here are a few of his service and contribution to TAMUK:

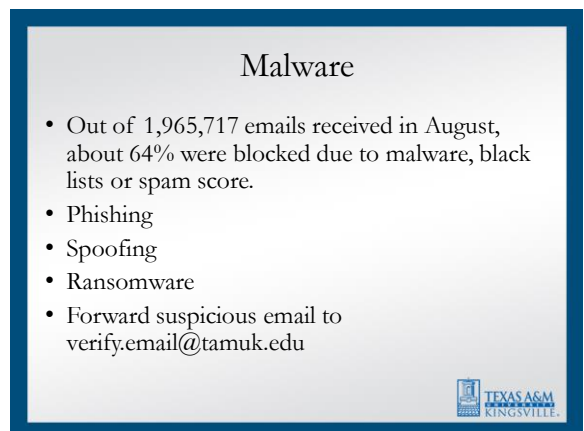
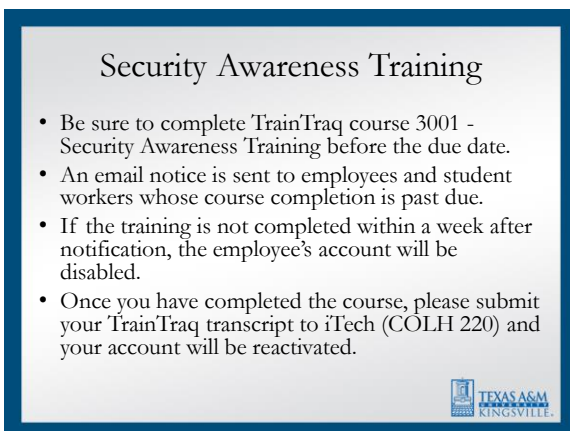
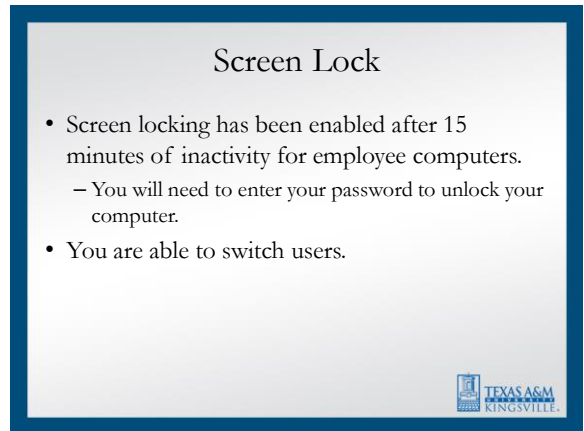
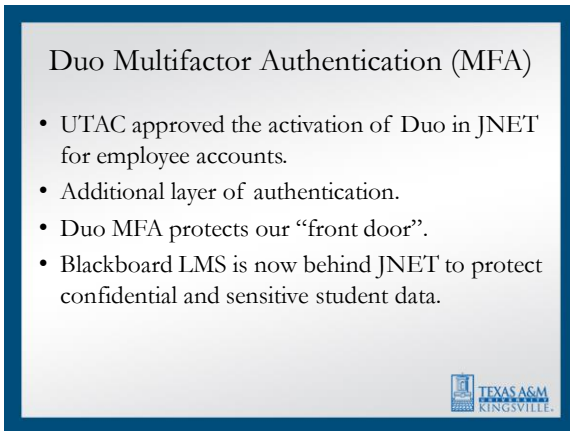
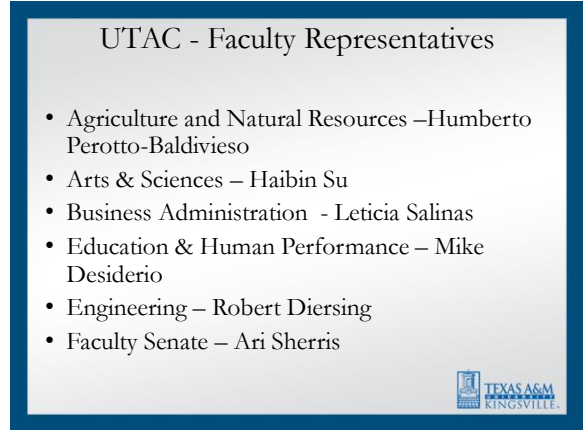
- **Founding director** of the Maquiladora Engineering Master's Program
- **Founding director** of the University Honors Program which is now the Honors College
- **Department chair** for many years where he more than tripled the student enrollment from approximately 350 to 1,300 students in less than 4 years
- **He** grew the Department of Electrical Engineering by hiring more than 12 new faculty and a second secretary.
- Dr. Chaloo was recognized by the former President, Dr. Tallant, for **remarkable achievement in student enrollment growth**.
- Dr. Chaloo served as **President** of the A&M System Faculty Council, **Vice-President and President** of the TAMUK American Association of University Professors, **Vice-President** of the TAMUK Texas Faculty Association. He was also elected by the Texas State American Association of University Professors to serve as **Vice-President for District III**, Texas State Conference of AAUP.

Additionally, Dr. Chaloo has served and contributed to the TAMUK Faculty Senate for many years and was elected by the TAMUK faculty to serve as **President** of the Faculty Senate **three times (2004, 2013, and 2015)**. This is remarkable as no one has ever been elected three times to serve as TAMUK Senate President. Dr. Chaloo has served as chair or member of **over 30 TAMUK committees** and many times as a judge in the Caller-times South Texas Distinguished Scholars Program and has received TAMUK **Engineering Dean's Outstanding Service Award**.

Dr. Chaloo also has a distinguished record of performance in teaching and research. Here are a few highlights:

- He was honored by the students in his department as **professor of the year four consecutive times** and **received a merit of excellence award** and the **TAMUK Alumni Association Distinguished Teaching Award**.
- He has been involved in **over \$7 million funded external research grants** from the National Science Foundation, Office of Naval Research, and Department of Defense, and along with his colleagues and students has published **over 100 technical peer-reviewed papers**. He serves as **Editor-in-Chief** of the International Journal of Applied Sciences.





## Encryption

- Over the summer, iTech encrypted all employee computers to protect confidential or sensitive information.
- Please submit a Helpdesk ticket if there are any other computers that need to be encrypted.
- The encryption process will run in the background and will not interrupt business operations.



## Adobe Acrobat

- During the IT audit, it was identified that all releases before Adobe Acrobat Professional 12 have ended support, are a security vulnerability and must be removed.
- An email will be sent to those who have an outdated version so that you may purchase a current version from CDW-G for \$84 per computer.
- Adobe Acrobat Reader will continue to be installed free of charge.



## Fresh Start Fridays

- University-wide initiative to restart computers weekly for critical updates.
- Restarting your computer:
  - Improves performance
  - Ensures you receive the latest patches
  - Improves security



## End of Support (EOS)

- Windows 7 EOS is January 14, 2020
- Office 2010 EOS is October 13, 2020



## VPAT

- A Voluntary Products Accessibility Template (VPAT) is required for the purchase, download or renewal of software and electronic information resources.
- The VPAT database is located on [JNET](#) and on [iTech's Service Catalog](#).



## Virtual Faxing (vFax)

### Sending vFaxes



### Receiving vFaxes



## Virtual Faxing (vFax)

- Please submit a ticket with the following:
  - The fax number
  - List of up to 5 employees associated with the number
    - Availability for training
    - Email addresses



## International Calling

- Requires a Cisco phone (\$450)
- Submit a Helpdesk ticket if you need to make international calls



## Viewfinity

- Viewfinity allows a user to install and update approved software on their PC.
- Viewfinity has been in use for several years and is installed on 1,100 computers on campus. You can view a list of approved Viewfinity software by going to the [iTech Service Catalog](#).
  - If the software is not already approved, the faculty puts in a request and iTech checks the software and responds, usually within a day.



## PC Refresh

- The iTech Computer Refresh program allows for the replacement of qualified PCs that are 5 years old or older. You can tell the year the PC was purchased by checking the TAMUK asset tag as the 3rd and 4th digits indicate the fiscal year the PC was purchased.
- See JNET Tech Help for information on determining if your PC is qualified and how you can prepare for your PC to be replaced.



## Department Share Drive

- This storage is available for you to store and share files among the people within your Department or group. Files stored in your Departmental Share are backed up on a weekly basis to an off-site storage.



## Replicated Drive

- Data and files stored in My Documents folder are written to storage arrays located in the College Hall Data Center. These storage arrays are then replicated to our off-site storage location. If something happens to your computer, the files are recoverable.



- To check if you have Replicated Drive turned on, look for the recycle icon next to your My Documents folder.



## One Drive

- Microsoft Office 365 includes One Drive Cloud Storage of 1 terabyte per user, expandable to 5 terabytes.
- Files stored on One Drive are secure, can be shared and allow collaboration, anywhere across the internet.



## Help Desk

- iTech provides Help Desk support to the TAMUK community.
- Voice Support, TAMUK's 24/7 hotline, can be reached by calling (361) 593-4357.
- You can also open up your own support ticket by going to JNET Tech Help.
- iTech also provides a Live Chat feature. Click on the Online Live Chat button found in JNET Tech Help.



## Great Colleges to Work For

G. Allen Rasmussen

Mon 8/19/2019 4:54 PM

To: Faculty <Faculty@tamuk.edu>

Cc: Henry Burgos <Henry.Burgos@tamuk.edu>; Academic Deans <AcademicDeans@tamuk.edu>; Martin Brittain <Martin.Brittain@tamuk.edu>



## GREAT COLLEGES TO WORK FOR

**Date:** August 19, 2019

**From:** Dr. G. Allen Rasmussen, Provost and Vice President for Academic Affairs  
Texas A&M University-Kingsville

**To:** University Faculty

**Subject:** Survey results and next steps

Thank you for participating in the Great Colleges to work for survey and making it a huge success. More than 40 percent of faculty completed the survey, resulting in an above average total participation rate. This clearly reflects your commitment to Javelina Nation.

While we fell short from being recognized, we learned much from you about what we are doing well. There was an overwhelming consistency about our greatest asset. Many of you shared what you appreciate most about working at Texas A&M University-Kingsville—the opportunity to work with competent colleagues and supervisors. Nearly 80 percent of faculty who responded to the survey believe they have a good relationship with their department chair or supervisor and more than 70 percent said their department chair/supervisor supports their work/life balance. The results also indicate faculty are proud to be a part of our university, with nearly 85 percent of faculty respondents stating they understand how their work contributes to the mission of this university.

We also heard from you about the areas upon which we need to focus, including shared governance, teaching, research and service balance, compensation, and communication. We have already begun to address some of these areas. For example, this fall will mark the launch of our first leadership development program for staff and faculty and which will incorporate data from this survey.

Additionally, each member of the President's Council, college deans, the President of the Faculty Senate and the President of the Staff Council have been granted access to the survey data. Each will share

specifics about the overall results and specific information about your college or department. Together, we can work to improve certain processes and address some of our challenges.

The results of this survey have affirmed much of what I have observed already during my nearly eight months on campus. Faculty are committed to our university, our students, and our region. Working together, we can make Texas A&M University-Kingsville a truly outstanding institution to work for. Thank you, again, for your input and I look forward to collaborating with you to move our Javelina Nation forward.